

GCLM User Team Meeting Notes September 13, 2006

Attendees: Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); McAuliffe, Kreighan (ECY); Nelson, Laura (OFM); Saylor, Liz (ECY); Zeiler, Gary (ECY)

Invited: Beam, Doug (OFM); Stewart, Debbie (ECY)

OFM Web Site: <http://www.ofm.wa.gov/accounting/grants/default.asp>

Next Meeting: Wednesday, September 20, 3:00 pm – 5:00 pm, Point Plaza West 2nd Floor Large Conference Room.

Meeting Agenda for September 20, 2006:

Approve September 15, 2006 Meeting Notes.

Continue Discussion of Project Team's Recommendation

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Notes from September 13, 2006 Meeting

Approved August 16, 2006 meeting notes.

Grants, Contracts and Loans Product

Executive Steering Committee Presentation and Recommendation

Finalize Executive Steering Committee presentation by Wednesday, September 27

Agency personnel can brief their Executive Steering Committee member.

Executive Steering Committee Presentation Wednesday, October 4, 2006 11:00 – 12:00

Draft format of the Executive Steering Committee presentation:

The RFI was sent to 30 vendors and the RFI was advertised in the Seattle Daily Journal of Commerce. Seven vendors with a commercial off-the-shelf (COTS) product responded. Four vendors were selected and demonstrated their grant, contract and loan product.

Criteria derived in the RFI process to formulate the project team recommendation:

- View the COTS product as a long-term working relationship with the vendor for product maintenance, enhancements and new versions. The COTS software is vendor owned and controlled. There is a long-term dependence and on-going maintenance cost with the COTS vendor.
- A COTS product is available that will meet the business needs of CTED and Ecology.
- A COTS product will require between 40% to 50% configuration by the vendor and the System Administrator(s).
- A COTS product will require between 5% to 10% customization by the vendor.
- A COTS product will require between 6 to 12 months configuration and customization work before implementation in production.
- The time to market for a COTS is much faster, saving between 24 to 36 months in time it takes to reach production. The cost for a COTS product installation is less than the cost to build.
- A payables capability is not in the COTS product. A separate payables product will need to exist, and it must connect (talk) with the grants, contracts and loans product. The payables product must contain the detail financial transactions. The Roadmap enterprise vision and requirements are important in the payables product design.

- A loan payable and receivable functionality with amortization was not demonstrated. Two vendors were working on this functionality for a future COTS release.
- The customization in the COTS to meet our business needs must remain when the COTS has a new version or new release.
- A COTS product has the configuration flexibility for the System Administrator and / or Agency Administrator to update the business rules and workflow.
- A COTS product provides a hierarchical structure for a System Administrator(s) and an Agency Administrator(s) which allows for limited uniqueness at the Agency level.

Recommendation

None reached.

Next step(s)

- Decision package to identify the funding for the COTS or build. Must identify the funding source in order to issue a COTS RFP.
- OFM personnel funded to October 31, 2006 for this phase of the project.
- Are the CTED (2 people) and Ecology (4 people) project team personnel available to the end of the biennium?
- If recommended, the COTS RFP process is estimated at 7 months in duration:
 - Refine Functional Requirements 2
 - RFP Preparation 1
 - Vendor Response 1.5
 - Vendor Evaluation 1.5
 - Vendor demonstration (1-2 days for each vendor)
 - Proof of concept / Prototype
 - Award and Sign Contract 1

Action Items

Action	Assigned	Due Date